



# PERSONNEL SENIOR RATING EXAMINATION



**This exam is to be administered by a unit Testing Officer. It is a closed book exam.**

1. **The National Board is the governing body of Civil Air Patrol. List the officers which comprise this body.**  
[CAPM 20-1]  
National Commander; Commander CAP-USAF; National Vice Commander; National Chief of Staff  
National Finance Officer; National Legal Officer; National Controller; Region Commanders Wing Commanders
2. **The National Executive Committee (NEC) governs the Corporation when the National Board is not in session. This committee is comprised of all the members of the National Board except .**  
[CAPM 20-1]  
The wing commanders.
3. **Name the three types of CAP squadrons.**  
[CAPM 20-1]  
Cadet Squadron Senior Squadron Composite Squadron
4. **What is the minimum membership for a CAP squadron?**  
[CAPR 20-3 and CAPM 20-1]  
Fifteen members: three of whom must be seniors.
5. **What happens if a squadron's membership falls below the minimum required?**  
[CAPR 20-3]  
The unit will be re-designated from a squadron to a flight or will be deactivated by the wing commander.
6. **What is the smallest CAP unit authorized? What is the minimum number of members required?**  
[CAPR 20-3 and CAPM 20-1]  
Flight. Must have at least eight members, three of whom must be seniors.
7. **True or False. A flight must be assigned to a sponsoring CAP squadron for supervision.**  
[CAPM 20-1]  
False. A flight may be assigned to a squadron, group, or wing for supervision.
8. **A group is usually not established unless a minimum of squadrons is placed under its control.**  
[CAPM 20-1]  
5
9. **Which CAP form is used to request charters and other organizational actions?**  
[CAPR 20-3 and CAPR 0-9]  
CAP Form 27
10. **What is the charter fee for a new unit?**  
[CSAPR 20-3]  
\$20
11. **If a unit desires to be named for a deceased person, is it still necessary to obtain permission? If so, from whom?**  
[CAPR 20-3]  
Yes. Permission must be obtained from the nearest living relative

**13. What is the purpose of the annual charter review?**

[CAPR 20-3]

To ensure that each CAP unit is reviewed at least once a year to determine its continued eligibility for membership charter

**14. When is the annual charter review conducted?**

[CAPR 20-3]

National Headquarters forwards each wing commander a list of all subordinate units during the month of February. The wing commander must advise National Headquarters no later than 31 March of those units which should be continued and those which should be discontinued.

**15. If a CAP unit is deactivated, what is the disposition of those active members remaining in the unit?**

[CAPR 20-3]

On all deactivations, the CAP Form 27 should be annotated to specify the unit to which the current members of the deactivated unit will be assigned. In the absence of this information, National Headquarters automatically assigns the remaining members in the unit to the wing headquarters at-large unit.

**16. During the temporary absence of the commander, who acts as temporary commander?**

[CAPM 20-1 ]

The deputy commander and the chief of staff, in that order

**17. If a squadron commander must be replaced, who makes the appointment? [CAPM 20-1]**

The Wing Commander

**18. True or False. During the temporary absence of a wing commander, the CAP liaison officer takes charge.**

False. The USAF-CAP liaison officer acts as an advisor only. He never assumes command responsibility.

**19. [CAPM 20-1]Name the seven categories of CAP membership.**

[CAPM 39-2]

Affiliate Member; Honorary Member; Aerospace Education Member; Life Member; Business Member; Cadet; Senior Member

**20. What are the three classifications of membership within the senior membership category?**

[CAPM 39-2]

Action; Patron; Retired

**21. How many years must a member serve in order to become eligible for retirement from Civil Air Patrol?**

[CAPR 35-1]

Twenty years, not necessarily continuous

**22. True or False. Retired members continue to pay membership dues.**

[CAPR 35-1]

False. Retired members are dropped from the membership rolls and do not pay dues.

**23. How long are records retained on former members?**

[CAPM 39-2]

Five years. If they are not requested within 5 years, they may be destroyed.

**24. Who is responsible for reporting the death of a member to National Headquarters?**

[CAPR 35-2]

The individual's unit commander

**25. How should the Report of Death be transmitted?**

[CAPR 35-2]

By mail (death report)

26. What is the minimum age for initial cadet membership? Maximum age?  
[CAPM 39-2]  
A cadet must be at least 12 years of age or attending the sixth grade, but not yet 19.
27. What is the minimum age for senior membership?  
[CAPM 39-2]  
Eighteen
28. When a cadet desires to transfer to senior membership, what procedures are employed?  
[CAPM 39-2]  
He applies in the same manner as a new senior applicant, except that National membership dues are not required. The application is annotated across the top: "Cadet to Senior-No Charge."
29. Are members of the Armed Forces under 19 eligible for cadet membership?  
CAPM 39-2]  
No. Cadets are transferred to senior membership upon joining the Armed Forces.
30. If an individual received a general discharge from the Armed Forces under honorable conditions, is he eligible for CAP membership?  
[CAPM 39-2]  
Yes. Applicants must have been discharged under honorable conditions.
31. What are wing dues for cadet and senior members?  
[CAPM 39-2]  
Sr \$72 Cadet \$35
32. National Headquarters collects national, region, and wing dues for renewing members. What procedure is used cfor new member dues?  
[CAPM 39-2]  
Wing dues and group dues (if applicable) are forwarded directly to the wing/group headquarters when National and region dues are forwarded to National Headquarters on new applicants.
33. Are dues reduced for certain special member categories, such as family memberships, members in the Armed Forces, chaplains, etc.?  
[CAPM 39-2]  
National dues are the same for all categories of senior membership. Individual wings or units may reduce dues for certain categories, but this is an internal unit procedure which is administered locally.
34. Which categories of members do not pay membership dues?  
[CAPM 39-2]  
Honorary Members & Life Members
35. Who is the approving authority for wing dues?  
[CAPM 39-2 and *Constitution and Bylaws of the Civil Air Patrol*, Article II, Section 2]  
Wing commanders may establish wing dues with the approval of the region commander.
36. Who is the approving authority for squadron or group dues?  
[CAPM 39-2 and *Constitution and Bylaws of the Civil Air Patrol*, Article II, Section 2]  
The wing commander must approve the group and squadron dues.
37. Changes to the wing dues structure are permitted only once a year. When does the change become effective?  
[CAPM 39-2]  
With the new fiscal year (October)
38. If a wing desires to change its dues, when must National Headquarters be notified?  
[CAPM 39-2]  
No later than 15 July

**39. What is the membership renewal period?**

[CAPM 39-2]

The 60-day period prior and 90 days following the membership expiration date CAPP 200 (E) Attachment 5 A5-8

**40. If a member does not renew prior to his membership expiration date, is he permitted to renew late?**

[CAPM 39-2]

Yes, the member may renew up to 90 days after his membership expiration date. Additionally upon acceptance by the unit and higher headquarters, senior members may renew at any time within 2 years of the membership expiration date by paying retroactive dues. Cadet members may renew at any time within 6 months of the membership expiration date by paying retroactive dues provided this meets with the approval of the unit and higher headquarters.

**41. Is it permissible to submit new member dues and renewal dues under the same squadron check?**

[CAPM 39-2]

No. Separate checks are required since new member dues and renewal dues are processed under separate accounting systems.

**42. What happens if a member submits his renewal dues 90 days after his membership has expired?**

CAPM 39-2]

Membership renewal dues received 90 days after membership expiration are subject to acceptance by the unit and higher headquarters, payment of retroactive membership dues and submission of a new fingerprint card.

**43. If a member allows his membership to lapse without renewal, is his former grade restored when he rejoins as a new senior member?**

[CAPR 35-5]

Maybe-but it is not automatic. The member must qualify for the grade under *current* criteria (including senior training criteria). In addition, the grade must be requested through channels via a CAP Form 2.

**44. What is the minimum annual membership dues for business members?**

CAPR 173-4]

Five hundred dollars per year.

**45. Are business membership dues paid to the local squadron in the business member's community?**

[CAPM 39-2 and CAPR 173-4]

No. Business member dues are paid to the National Treasury, but the business member may request that the dues be returned to the local squadron or wing.

**46. True or False. Since nonrenewal is not a termination action for which a right of appeal exists under the *Constitution and Bylaws of the Civil Air Patrol*, the unit commander is not required to notify the member concerned regarding the reasons for nonrenewal.**

[CAPM 39-2]

False. A letter stating reasons for nonrenewal will be personally delivered by the unit commander or his official representative or will be forwarded by certified mail. The member concerned will be given 30 days from the date of the postmark on the letter of notification in which to respond in writing to the approving authority.

**47. Who is the minimum approving authority for all nonrenewal actions?**

[CAPM 39-2]

Region commander.

**48. True or False. A cadet who enters a military service academy must transfer from cadet status to senior member status.**

[CAPM 39-2]

False. Cadets who enter military service academies or join the National Guard or Reserves are not required to transfer to senior member status unless they are serving on "extended active duty." ("Basic Training" for National Guard or Reserve members is not interpreted by CAP as "extended active duty.")

**49. If a member desires to transfer to another membership unit in the same locality, who approves such a transfer?**

[CAPM 39-2]

Both the gaining and losing commanders must approve a transfer in the same locality.

- 50. If one commander approves a local transfer, but the other does not, who makes the final determination?**  
[CAPM 39-2]  
The request will be forwarded to the commander of the next highest echelon for a decision.
- 51. Can members be transferred to another membership unit against their will?**  
[CAPM 39-2]  
Possibly. Commanders may initiate transfers for those members under their command to other units under their command. In the event a member objects to such transfer, the request will be forwarded to the commander of the next higher echelon for final decision.
- 52. When a member transfers to a new membership unit, who initiates the CAP Form 2a requesting reassignment?**  
[CAPM39-2]  
The gaining unit
- 53. Who is responsible for transmitting personnel records to the gaining unit when a member transfers?**  
[CAPM 39-2]  
The transferring member is responsible for hand-carrying his own records to his new membership unit.
- 54. Data changes to the Monthly Membership Listing are made by submitting a correctly annotated listing directly to National Headquarters as soon as an error is identified. What is the one exception to this rule**  
[CAPM 39-2]  
Requests to change or correct CAP grades must be submitted through the wing headquarters for approval prior to action by National Headquarters
- 55. Name the four methods of appointment or promotion to CAP officer grade.**  
[CAPR 35-5]  
1. Duty performance  
2. Special Appointment  
3. Mission-Related Skill  
4. Professional Appointment
- 56. Who qualifies for professional appointments in Civil Air Patrol?**  
[CAPR 35-5]  
Chaplains, moral leadership officers, medical personnel, professional educators serving as aerospace education officers, and legal personnel
- 57. Who is the approving authority for promotions to the grade of lieutenant colonel?**  
[CAPR 35-5]  
The region commander
- 58. List the four minimum eligibility requirements for all promotions to CAP officer grade.**  
[CAPR 35-5]  
1. At least 21 years of age  
2. High school graduate (or education equivalent)  
3. Completed Level I of the Senior Member Training Program  
4. Be recommended by the unit commander
- 59. List the minimum skill levels for promotion to the grades listed below (duty performance method).**  
[CAPR 35-5]  
**Grade Minimum Skill Level**  
a. 2Lt–Level I  
b. 1Lt–Technician Rating (Specialty Track)  
c. Capt–Level II  
d. Major–Level III

60. What are the four categories of mission-related skills?

[CAPR 35-5]

1. Pilots
2. Communicators
3. Maintenance
4. Ground Instructors

61. What initial grades are authorized for commanders at the following levels?

[CAPR 35-5] *Position Initial Grade Authorized*

- a. Wing Commander - Col
- b. Group Commander - Major
- c. Squadron Commander - First Lieutenant (becomes eligible for promotion to captain at the end of one year of service as squadron commander).

62. What CAP form is used to recommend senior members for promotion to officer grade?

[CAPR 35-5]

CAP Form 2

63. Members may be promoted to a grade commensurate with their grade in the Armed Forces not to exceed the grade of \_\_\_\_\_.

[CAPR 35-5]

Lieutenant colonel

64. What is the primary difference between a membership termination and a nonrenewal action?

[CAPR 35-3 and CAPM 39-2]

The membership termination is more serious. A termination is effective immediately, but a nonrenewal is continued until the end of the membership year, but is not renewed for another year.

65. Senior member flight officer grades are limited to what age group?

[CAPR 35-5] CAPP 200 (E) Attachment 5 A5-4

Senior members under 21 years of age

66. Who is the approving authority for flight officer promotions?

[CAPR 35-5]

The unit commander

67. What CAP forms are used to recommend members for CAP awards and decorations?

[CAPR 39-3]

CAP Form 2a and CAP Form 120

68. Name the eight CAP decorations in their proper order of precedence.

[CAPR 39-3]

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1. Silver Medal of Valor       | 5. Meritorious Service Award      |
| 2. Bronze Medal of Valor       | 6. Commander's Commendation Award |
| 3. Distinguished Service Medal | 7. Lifesaving Award               |
| 4. Exceptional Service Award   | 8. Unit Citation Award            |

69. Who is the approving authority for the Meritorious Service Award?

[CAPR 39-3]

Region Commander

70. What is the highest CAP recognition for duty performance?

[CAPR 39-3]

Distinguished Service Medal

71. Three recommendations for CAP decorations must be accompanied by a sample citation. Name these three.  
[CAPR 39-3]  
1. Silver Medal of Valor  
2. Bronze Medal of Valor  
3. Distinguished Service Medal
72. Where are military and ROTC ribbons worn on the CAP uniform-before or after the CAP ribbons?  
[CAPM 39-1]  
Military ribbons precede CAP ribbons, with USAF ribbons taking precedence over other military ribbons. ROTC ribbons are worn following CAP ribbons.
73. The Red Service ribbon is awarded at the end of \_\_\_\_\_ years.  
[CAPR 39-3]  
Two
74. True or False. All CAP awards are covered by CAPR 39-3.  
[CAPR 39-3]  
False. Certain special awards are covered in the appropriate functional area directives. See CAPR 39-3, Attachment 4.
75. What CAP form is used to terminate an individual's membership in Civil Air Patrol?  
[CAPR 0-9 and CAPR 35-3]  
CAP Form 2b
76. Who usually initiates termination proceedings?  
[CAPR 35-3]  
The individual's unit commander. However, if a higher headquarters has knowledge of an incident which warrants termination of membership, that headquarters has the prerogative of initiating termination procedures or advising the individual's commander of the incident and directing that he initiate termination procedures.
77. True or False. If a member is terminated during his first year of membership, he does not have the right of appeal since he is a probationary member.  
[CAPR 35-3 and *Constitution and Bylaws of the Civil Air Patrol*, Section 5]  
False. Every member has the right to appeal if his membership is terminated.
78. What is the proper method of notifying a member that his membership is being terminated?  
[CAPR 35-3]  
A letter will be personally delivered by the unit commander or his official representative or will be forwarded by certified mail.
79. How long does the member have to appeal the action after notification?  
[CAPR 35-3]  
Thirty days.
80. If a group commander initiates termination proceedings against a subordinate squadron commander, who makes the final determination if the squadron commander elects to appeal this action?  
[CAPR 35-3]  
The wing commander. The approving authority for appeals is always at the next highest echelon.
81. If a member being terminated does not agree with the decision of the approving authority after the appeal, does he have further recourse?  
[CAPR 35-3]  
No, the decision of the approving authority is final.

82. **True or False. The CAP uniform must be worn by all active senior members while performing official CAP duty.**  
[CAPM 39-1]  
False. Wear of the CAP uniform is optional, except for those seniors conducting the cadet program or flying in corporate aircraft.
83. **What may be worn by members who do not meet the grooming and fitness standards for wear of a military-style uniform?**  
[CAPM 39-1 ]  
The blazer combination, CAP summer uniform is optional, CAP jumpsuit or CAP flight suit with military grade insignia, the USAF flight suit or BDUs without grade insignia or civilian attire as befits the occasion.
84. **There are several distinguishing differences between the USAF uniform and the CAP uniform. Name at least three.**  
[CAPM 39-1]  
1. CAP nameplate  
2. CAP cutout  
3. Wing/region sleeve patches  
4. Distinctive service hat emblems  
5. Distinctive ribbon and specialty insignia
85. **Are all members flying in corporate aircraft required to wear the CAP uniform?**  
[CAPM 39-1]  
Yes.
86. **CAP aeronautical badges are worn above the specialty insignia except .**  
[CAPM 39-1]  
The chaplains insignia which is worn *above* the wings.
87. **CAP members may wear both the CAP aeronautical badge and the USAF aeronautical badge. Where are they worn?**  
[CAPM 39-1]  
On the left breast. The USAF wings are worn 1/2 inch below the CAP wings.
88. **When is wear of the mess dress uniform appropriate?**  
[CAPM 39-1]  
The mess dress uniform may be worn at CAP functions when semiformal civilian dress (dinner jacket and black tie) is appropriate (normally not before 1800 hours) such as at evening parties, dinners, dances, receptions, and evening ceremonies.
89. **What type grade insignia is worn by senior members on the female overblouse with epaulets?**  
[CAPM 39-1]  
Shoulder Mark.
90. **The female skirt length should be no longer than and no shorter than**  
[CAPM 39-1] A5-5 CAPP 200 (E) Attachment 5  
The bottom of the kneecap and no shorter than the top of the kneecap
91. **True or False. The wing patch is worn on all Air Force-style uniform items.**  
[CAPM 39-1]  
False. The wing patch is worn on all outer garments except the new AF service coat. No nametag or wing patch is worn on this combination. CAPM 39-1.
92. **True or False. Cadet members may wear either U.S. or C.A.P cutout on the lapel of the service coat.**  
[CAPM 39-1 ]  
False. Cadet members wear the C.A.P cutout on the lapels of the service coat. CAPM 39-1.



**93. What color T-shirt is worn with the BDUs?**

**[CAPM 39-1]**

Black and brown T-shirts are authorized with BDUs. CAPM 39-1.

**94. There are certain occasions when the wear of a CAP uniform is not appropriate. Name at least four of them.**

**[CAPM 39-1]**

a. More than 1 hour following the close of the activity, except for travel time to and from such activities, for which the

A5-11 CAPP 200 (E) Attachment 5 uniform is specified (seminars, conferences, NEC or National Board meetings). However, uniforms are not restricted at social activities or dinners on military installations (for example, members attending staff college on a military installation are permitted to socialize or have dinner on base in uniform.)

b. At any meeting or demonstration that is a function of, or sponsored by, any organization, association, movement, group, or combinations of persons that:

(1) The Attorney General of the United States has designated as Totalitarian, Fascists, Communist, or subversive.

(2) Advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the United States.

(3) Seeks to alter the form of the United States Government by unconstitutional means.

c. When participating in activities such as public speeches, interviews, picket lines, marches, or rallies; or in any public demonstration not approved by the Air Force. Wearing the uniform may imply sanction of the cause for which the demonstration or activity is conducted.

d. When furthering private employment or commercial interests, if official sponsorship might be inferred.

e. When engaged in private employment

f. Under any circumstances that would tend to bring discredit or reproach upon the uniform.

**95. If there is no USAF clothing sales store or commercial uniform outlet in the member's vicinity, where does he purchase uniform items?**

**[CAPM 39-1]**

Mail orders may be sent to the AAFES Military Clothing Sales Store, Wright-Patterson AFB, Ohio.

**96. Are there ever any circumstances where a CAP member is authorized to shop at the base exchange on a USAF installation?**

**[CAPR 147-1]**

Yes. Uniform clothing items may be purchased at any time by presenting a current CAP membership card. In addition, certain personal items may be purchased if the member is billeted on base while on official CAP duty. Authorized purchase items are specified in CAPR 147-1.

**97. True or False. Under certain circumstances CAP members are authorized limited treatment at USAF hospitals.**

**[CAPR 160-2]**

True, but coverage is limited. (Always refer to CAPR 160-2 for specific guidance.)

**98. What CAP regulation defines Department of Defense policy relative to the Civil Rights Act of 1964?**

**[CAPR 0-2]**

CAP Regulation 39-1, *Nondiscrimination in Federally Assisted Programs*.

**99. What CAP regulation outlines the proper procedures to follow if a member has a grievance which cannot be resolved by his immediate commander?**

**[CAPR 0-2]**

CAP Regulation 123-2, *Complaints*.

**100. Sketch an outline of the organizational structure authorized for your unit. State the proper duty titles for each position and the grade authorization for each.**

**[CAPM 20-1]**

Refer to the proper organizational chart in CAPM 20-1 for the correct answer.

*(type your structure below, or create with another application and "cut and paste" below: NOTE --- MUST be done during the exam, NOT pre-prepared!)*

